



P.O. Box 1694
Newburgh, NY 12551
Phone: (845) 568-6035
Fax: (845) 568-5632
www.habitatnewburgh.org

TO: Prospective Volunteer
FROM: Volunteer Coordinator
SUBJECT: Volunteering with Habitat for Humanity of Greater Newburgh

Thank you for your interest in Habitat's work in Newburgh, N.Y. I am sending you a package of information about Habitat Newburgh and our current and ongoing activities.

The following is information on the houses and sites on which we are currently working:

Place: Several locations in the City of Newburgh – Call to learn more.
Time/Schedule: Wednesdays and/or Saturdays 8:00 am – 1:00 pm

Coffee break is held every volunteer build day from 10:00 am – 10:30 am. On Wednesdays, the First Congregational Church at 44 Liberty St., WH, hosts coffee break. On Saturdays, the Calvary Presbyterian Church at 120 South St., between Grand and Liberty streets, hosts coffee break. Volunteers may use the toilet facilities at the churches.

We are asking you to please call beforehand. Your call will give us the opportunity to assign you to the house where you would be most needed. When you arrive, there will be a house captain present to welcome and direct you in your activities at that worksite for that day.

Please also check our website for more information on specific volunteer positions, map, and other happenings and events: www.habitatnewburgh.org

We are excited about your inquiry and are looking forward to working with you in the near future. If you have questions please do not hesitate to call the office at 845-568-6035.

Thank you,

Genica Breitenbeck
Volunteer Coordinator





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VOLUNTEER INFORMATION OVERVIEW

Our goal is to place volunteers quickly and in an organized manner. We are in the process of organizing our offices and projects to achieve this goal. Please fill out the attached Volunteer Interest Form so that we are sensitive to how you would like to contribute your time.

NON-CONSTRUCTION VOLUNTEERING

We have numerous projects that are done in our office; some are long term, others are completed in a day. We also have a number of standing committees to support all phases of the work of Habitat.

CONSTRUCTION WORKSITE

Regular workdays are Wednesday and Saturday. Volunteer site supervisors, called House Captains, and the Site and Construction Manager arrive before 8:00 am to prepare for the work and assignments for the day. Volunteers are welcome to arrive as soon as possible at or after 8:00 am. Individuals and friends are welcome to show up at the site. **If you are planning to bring a group (5+) please contact the Habitat office to schedule in advance** so that we can plan the work to be done.

The average "workday" is from 8:00 am to approximately 1:00 pm. We take a coffee break from 10 to 10:30 am, with workers from the various houses meeting in the First Congregational Church on Wednesdays and Calvary Presbyterian Church on Saturdays (both are within a few blocks of the sites.) The churches have generously opened their doors to Habitat volunteers, providing restroom, wash-up, and coffee break facilities for our use.

Various other workday schedules, work weeks, and hours can be arranged for groups as requested and as the work warrants.

▶ **What is the worksite like?**

- Habitat of Greater Newburgh is currently working on 4-5 houses at a time, all in the Historic District of the City of Newburgh.
- Volunteers develop a wonderful sense of teamwork, particularly when working with groups on specific sites and tasks over time.
- The spirit is one of support and collaboration.
- There is a substantial feeling of accomplishment as projects progress from demolition, to building, and finally to the completion of an attractive, warm and spacious home—whether a volunteer is there continuously throughout the process or only a day or two during the project period.
- More experienced volunteers teach others the skills they need to complete the jobs.

▶ **What will the work be like?**

- Our current projects include rehabs and new construction. Many of the rehab properties are abandoned and boarded-up houses that have fallen into City care due to non-payment of taxes. Habitat renovates the structures as single-family homes within a specified period of time and guarantees that these houses will be restored to the City tax rolls.
- Habitat is working in an inner-city neighborhood with peoples of mixed racial and socio-economic backgrounds. Numbers of families own their own homes, while numbers of buildings have been converted to multi-family units.
- Beginning at 8:00 am, the House Captains for each site will meet with the volunteers and discuss the goals for the day.
- Jobs are assigned based on the volunteer's skill level and willingness to learn new skills.
- No one will be asked to perform tasks that they are not comfortable doing. It is recognized that many volunteers have never been to a worksite before and have minimal experience with construction.
- House Captains are available to give direction and answer questions.

▶ **Who are the volunteers?**

- Volunteers come from diverse cultural, ethnic, religious, and/or professional backgrounds. Anyone working on the construction site must be age 16 or older. (Other volunteer activities are available for youth under 16—please call to plan.)
- Volunteers come to site with varying levels of construction skills, ranging from professional construction workers and trades people to enthusiastic newcomers and people handy around the house.
- Many jobs present the opportunity to learn new building skills ranging from basic hand-tool use to sophisticated carpentry in a user-friendly environment.
- Plumbing and electrical installation are done by fully licensed professionals.

▶ **Is the workplace safe?**

- Safety is of paramount concern to Habitat. All volunteers must sign in every day to ensure that they will be covered under Habitat's volunteer insurance policy. First Aid kits and fire extinguishers are located at the site sign-in table. Safety tips are discussed daily at coffee break.
- Work boots or heavy-soled shoes are suggested. Work gloves are appropriate and layers of clothing provide the most comfort and versatility for changing weather conditions. In the winter, we make every attempt to provide heat at the sites, but it is temporary in nature, and sites can be damp.
- When new jobs are assigned, House Captains will work with volunteers to ensure they are performing the task correctly and using tools safely.
- Volunteers are encouraged to ask questions, especially when using power tools for the first time or learning new construction techniques. Volunteers who are willing may be paired with experienced volunteers to learn new techniques and skills.
- The City's oldest neighborhood association began in the Heights and continues to work towards maintenance and strengthening this neighborhood.

EVERY JOB IS IMPORTANT!



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COMMITTEE CORNER

There's a Committee for You!

Our committees plan activities and work on projects that will accomplish our affiliate's goals. Membership involves regular attendance at committee meetings.

Family Selection Committee members take applications, review and verify applicant information, and interview prospective partner families. Family Selection has the very difficult task of selecting and recommending a 'short-list' of families to the Board of Directors. *This committee works closely with the Family Support Committee. Both committees need some members fluent in a second language, especially Spanish.*

The **Family Support Committee** provides 'Advocates' for each family. Advocates work with partner families before, during, and after construction, as the families transition to homeownership. Members monitor and record "sweat equity" hours. Advocates organize the required homeowner classes and workshops. They also coordinate the dedication of the finished homes.

The **Site Selection Committee** identifies potential sites for construction or renovation. The committee's activities include working with local government officials and prospective land donors on acquiring houses and building lots. They work closely with the Building Committee to assure the sites are doable and suitable for our partner families.

The **Building Committee** is for people interested in or knowledgeable in home construction. Surveyors, architects, carpenters, plumbers, electricians, and people who know building code can be invaluable members. Site captains are core members of this committee. The committee meets once a month to review and plan all upcoming site work, construction, schedules, and logistics.

The **Faith Relations Committee** serves to "deepen and widen" the relationship between the mission of Habitat and the mission focus of faith communities. As the communications liaison between our Habitat affiliate and the area faith community, this committee keeps the community informed as to Habitat's plans and activities, promotes and coordinates fundraising activities and organizes volunteer drives within the area faith communities.

The **Public Relations Committee** helps "get the word out" by publishing our newsletter, writing press releases, and working with the local media. Committee members speak to churches, civic groups, and other organizations about our projects and the Habitat mission.

The **Development Committee** identifies and contacts potential corporate and individual donors for either monetary or in-kind support. The committee also develops an annual development plan, coordinates fundraising events and develops fundraising materials.

The **Volunteer Relations & Cultivation Committee** organizes volunteers needed for the work and activities of the organization. The committee plans orientation to, and safety and training activities for site; hospitality; group work camps, such as Collegiate Challenge; and organizes volunteer recognition events. The Committee also helps in the organization of outreach, donor acknowledgement, planning of site tours, and coordinates the Speakers Bureau.

Volunteer Recognition and Fundraisers, such as our annual **Walk for Housing** and **Golf Classic** events, offer opportunities to focus on a single committee project.



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VOLUNTEER INTEREST FORM

Name _____ Date _____
 Street _____ Home Phone _____
 City _____ State _____ Zip _____ Work Phone _____
 E-mail _____ Cell Phone _____

*The following 5 items are optional survey items**
 *Occupation/Employer _____ *DOB (required if under 18) _____
 *House of Worship _____ *Group/Association _____
 *Language(s) other than English _____

Use the following codes for any job you are willing to do with your skill levels:

(1) Interested in learning (2) Handy (3) Skilled (4) Professional (5) Licensed in City of Newburgh

Construction Skills

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Drafting | <input type="checkbox"/> Ladders/Scaffolding | <input type="checkbox"/> Roofing |
| <input type="checkbox"/> Blacktopping | <input type="checkbox"/> Drywall/Taping | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Siding |
| <input type="checkbox"/> Cabinet Installation | <input type="checkbox"/> Electrical Wiring | <input type="checkbox"/> Masonry | <input type="checkbox"/> Tiling |
| <input type="checkbox"/> Carpentry (General) | <input type="checkbox"/> Excavation | <input type="checkbox"/> Millwork | <input type="checkbox"/> Tool Maintenance |
| <input type="checkbox"/> Carpentry (Trim) | <input type="checkbox"/> Fence/Deck | <input type="checkbox"/> Painting (Exterior) | <input type="checkbox"/> Tree Removal |
| <input type="checkbox"/> Carpet Installation | <input type="checkbox"/> Flooring | <input type="checkbox"/> Painting (Interior) | <input type="checkbox"/> Window/Door |
| <input type="checkbox"/> Crew Supervision | <input type="checkbox"/> Heating | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Installation |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Insulation | <input type="checkbox"/> Refinishing | <input type="checkbox"/> Other _____ |

Non-Construction Skills

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Data Processing | <input type="checkbox"/> General office | <input type="checkbox"/> Photography/Video | <input type="checkbox"/> Special Events |
| <input type="checkbox"/> Errands using your car | <input type="checkbox"/> Graphic Design | <input type="checkbox"/> PR/Marketing | <input type="checkbox"/> Telephoning |
| <input type="checkbox"/> Food Preparation | <input type="checkbox"/> Music and Entertainment | <input type="checkbox"/> Preparing Mailings | <input type="checkbox"/> Other _____ |
| | | <input type="checkbox"/> Public Speaking | |

Committee Membership (requires active participation in activities and attendance at meetings):

- | | | |
|--|---|--|
| <input type="checkbox"/> Building Committee | <input type="checkbox"/> Family Support Committee | <input type="checkbox"/> Site Selection Committee |
| <input type="checkbox"/> Development/Fundraising Committee | <input type="checkbox"/> Golf Classic Committee | <input type="checkbox"/> Volunteer Relations Committee |
| <input type="checkbox"/> Family Selection Committee | <input type="checkbox"/> Faith Relations Committee | <input type="checkbox"/> Walk for Housing Committee |
| | <input type="checkbox"/> Public Relations Committee | |

Please tell us of any special knowledge, abilities, experience, talents, or resources you may have.

Days and Times you are Available:
